

Early Childhood Educational Assistant Course  
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## Course Syllabus

**COMPETENCIES:** The ECEA competencies are a set of skills that you will be learning while in this class. It is important for you to be sure that you know where you are in achieving these competencies at all times.

**GRADING:**

- 90-100% (A) Excellent Work** – Students must develop and be current with their Portfolio in order to receive an A in this class.
- 80- 89% (B) Good Work** – Must earn a minimum of a (C) average in order to receive certification in this class.
- 70- 79% (C) Meets Minimum** - Course standards.
- 60- 69% (D) Passing** - Some required skills.
- 0- 59% (F) Failing**

**Employability Skills: 40%**  
**Child Care Practicum/ Leadership: 20%**  
**Classroom Assignments: 20%**  
**Portfolio Assessment: 20%**

**ABSENCES:** This is a hands-on training program therefore, attendance and punctuality are critical. Absences will adversely affect a student's progress. Poor attendance, arriving late, and/or leaving early are all indications of poor work ethic and can lead to lowering of the Employability scores. Students have a very difficult time keeping up with the coursework if they are not here. They also miss valuable practical experience in our child-care center. Students are required to call the instructor when they are absent.

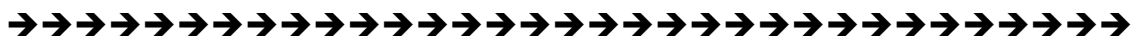
**TECH PREP:** Students who receive a "B" or above, both semesters/all three trimesters, are eligible to receive up to 14 college level credits in the Early Childhood class. **Students must consistently carry a minimum of 85% for the entire year. No exceptions.**

## Course Syllabus (Continued)

**EQUIVALENCY CREDIT:** Students may be eligible to earn 90 hrs (1/2 credit) in English and/or 90 hrs (1/2 credit) in Art. This would be in place of elective credit. **This credit will only be granted upon completion of specific assignments. Simply passing the class does not insure that the Equivalency Credit requirements are met. It is the student's responsibility to make sure that they complete the requirements for Equivalency Credit.** For more information please contact the instructor. **\*\*Note:** some school districts do not allow Equivalency Credit – check with your high school counselor.

**PORTFOLIO:** Students will be developing a Career Portfolio throughout the year. The portfolio is a very important aspect of this training program and it is required. The students will be provided with a 1½” white, clear-view binder. This binder must be kept in immaculate condition. If the student loses the binder, they will be required to purchase another one and to replace any of the portfolio assignments that were in it.

**PRACTICUM:** The Practicum/Lab experience is the student's hands-on participation in the Child Care Facility, West Hills, or other alternative sites. Participation in the lab experience is **mandatory**. Absences from the practicum sites will result in a low grade – students must be there in order to receive credit.



We have read the above Course Syllabus and we agree to the stipulations contained within it pertaining to: Grading, Attendance, Tech Prep Credit, Equivalency Credit, & Student Portfolios.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date